

Issued to: _____

**Tender No 10/UPTTI/2016-17
Tender Document for Furniture**

**Last date of submission: 31-01-2017 12.00 PM
Time and date of opening of Technical bid: 31-01-2017 at 2.00 PM
Time and date of opening of Financial bid: 4-02-2017 at 11.00 AM**

**Uttar Pradesh Textile Technology Institute,
Kanpur**

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF Items as per List enclosed as
annexure-I and as per

Tender notice No: as above

**(Please note that schedule of requirement of all items under this Tender notice is also
displayed on the notice board and at our website www.uptti.ac.in.**

1. You are invited to submit your most competitive quotation for the following goods:-

(A.) For Office Furnitures-

SI No	Brief description of the goods	Specification*	Qty	Delivery Period	Place of Delivery	EMD (Rs.)
1	Work Station	As per annexure-1 and 2	05	1 Months	UPTTI Kanpur	2500.00
2	Revolving Chairs		10			1500.00
3	Corner /Side/Center/Table		04			1500.00
4.	Sofaset		03			1500.00
5.	Visiting Chairs		06			1500.00
6.	Office chair		18			1500.00
7.	Office Table		02			1500.00
8.	Executive revolving chair		02			1500.00
09.	Office Almirah		04			1500.00
10.	Tables		06			1500.00

(B.) For Hostel Furniture-

Sl No	Brief description of the goods	Specification*	Qty	Delivery Period	Place of Delivery	EMD (Rs.)
1	Office Table	As per annexure -1 and 2	02	1 Months	UPTTI Kanpur	1500.00
2	Office almirah		02			1500.00
3	Dianning table		12			1500.00
4.	3 Seater SS Coach (As per Photo)		12 set			1500.00
5.	Office chair		2 set			1500.00

2. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract **shall be included in the total price of individual equipment.**
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. *(Please note that the bid will be rejected in the absence of above)*
- d) The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for tender submission.

5. Evaluation of Quotations

(i)The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

6. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the respective individual item of the schedule. Bidder can quote for one of all items.

- 6.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
7. **100% Payment after receipt, check/installation & commissioning and verification of material but within 30 days. Please note that payment terms demanding advance of any type will not be acceptable.**
8. Warranty/ Guarantee of three year from the date of Installation shall be applicable to the supplied goods and services unless otherwise specified in the **special terms & conditions** of the tender document or in the specification sheet.
9. You are requested to provide your offer according to the date & Time mentioned in the tender notice.
10. We look forward to receiving your quotations and thank you for your interest in this project.
11. Before placing Purchase order, the sample items must be shown by firm to DPC of institute.
12. **General Terms and conditions/Guidelines/Instructions for preparation and submission of offers/Tenders:**

(11.1) How to prepare the offers/Tenders:

The essential details of specifications & instructions are to be followed strictly in accordance with the tender notice. The tendering firms are requested to submit their offer in two parts. The first part will be named as **TECHNICAL OFFER** & the second part will be called **FINANCIAL OFFER**.

The Technical offer as well as financial offer are to be prepared separately,(i.e. in separate covers), indicating very clearly on the envelopes with the relevant enclosure given as under:

Both Technical Offer and Financial Offer must be kept in one covering Envelope (i.e. in Third envelope) and should be properly sealed. In Technical Offer and Financial offer BID COVERS, it may specifically be indicated properly the Tender Notice No: _____, Dated _____ Due/Opening on _____ on.

(11.2) In case of U. P. state firm, enclose valid trade tax registration certificate. In case of outside U.P. firms, enclose valid C.S.T. registration certificate or VAT registration certificate.

(11.3) All the enclosures should be valid on the date of opening of the Tender

- (11.4) After opening the tender any changes in the rates shall not be acceptable and offer will be rejected in this case.
- (11.5) It shall be responsibility of the tendering firms to present themselves on the date of technical & Financial opening and meeting thereof and acquaint themselves with the shortcomings. No separate intimation will be sent to them in this regard.
- (11.6) The security money/Earnest money as specified above shall have to be given/ submitted along with the technical offer. **Offers without E.M/Security will be rejected.**
- (11.7) Tenderer (Authorized person) shall **sign the offer and all the enclosure being submitted by them with their designation, seal and date.** All documents may be numbered starting from the first pages 1, 2, 3.....
- (11.8) If any regulatory act is applicable in item then enclose copy of clearance of the competent authority.
- (11.9) **Conditional offers shall not be acceptable and such offers shall be rejected out rightly. Optional bids will also be rejected. Please do not bid with options in bid. Please note again that anything OPTIONAL in the quotation will disqualify the quotation even after opening the financial bid. You are requested to quote your final configuration which you fee is conforming to our specifications.**

13. Special Terms & Conditions:

1. Prices:

- a) The quoted prices should be Inclusive of all (Net). The price for each of the above items may be quoted separately in order to enable us to increase or decrease the quantity depending upon site requirement.
- b) Bidder may quote any one or all items of this tender. The estimation of lowest price will be done on individual item basis of this tender.
- c) Prices are to be quoted strictly in the following format. Please note that no forms for sales tax rebate will be provided.
- d) Please note that no duty exemption certificate will be provided.

- e) The quotation, in which total value is not indicated in the above format, will be rejected.

2. Warranty: Three years comprehensive for the whole system (If applicable).

- a) Recurring annual charges for any AMC or renewal for the three years must be included in the above rates.

b) The rates must be quoted inclusive of three years warranty for each of the above equipment system and inclusive of all renewals for the warranty period for software/ equipment etc.

3. Technical bid should be accompanied with the following documents:

- a. The bidder should have **certificate of OEM authorization** for the equipment quoted. Please enclose the required certificates with the technical bid. In absence of which, the bid shall not qualify for financial comparison. **Please produce certificate in the OEM's original letterhead only.** In case scanned copy of authorization letter on original letterhead of OEM has been obtained through mail. The soft copy of the attachment is to be provided to us on the day of opening of Technical Offers. Certificates which are not clearly visible or signature without name and designation of the authorized signatory will not be accepted
- b. The bidder should have supplied the items of like nature in at least one government departments / Public Sector companies or limited companies, universities or large schools of repute, costing not less than Rupees 10 lakhs. **Please attach proof (order copy) with technical Bid.**
- c. Technical Leaflet/ catalogue / Brochure of the product quoted
- d. The certificates as per terms and conditions mentioned in specification sheet (Annexure-II) of concerned schedule of requirement
- e. A demand draft for earnest money of the quoted price (Refundable to non-successful bidders within seven working days from the date of opening of tender). The DD should be made in favour of 'Director, Uttar Pradesh Textile Technology Institute, Kanpur', payable at Kanpur.
- f. **In the absence of Earnest money or in case of Earnest money deposited less than the required, the bid will be considered as non responsive.**
- g. The copy of receipt of tender document fee.(The tender document **fee is Rs 500/= and** is payable in cash or through DD in favour of Director, Uttar

Pradesh Textile Institute, Kanpur, Payable at Kanpur. Photocopies of Bid document or downloaded from our website can be used but the document fee as described above must be deposited to us before submitting the tender.

- h. General information form as per annexure-I
 - i. The certificate of registration in the sales tax / trade Tax/VAT
 - j. **Please ensure that the quoted item must be in conformity with the specifications/ requirement as per our document.**
4. The bidder shall have to deposit a bank guaranty for the 10 % amount of the final order for the period of warranty (three years), if the order is to be placed in favor of the bidder. This BG will be released on the successful completion of warranty period.
5. Payment: After delivery
6. Delivery: Within 1 month Days

Director

Uttar Pradesh Textile Technology Institute,
11/208, Parwati Bagla Souterganj, Kanpur

Tel.No 0512-2530199

Fax No.0512-2531814

E-Mail: info@ uptti.ac.in

14. FORMAT OF QUOTATION
(May be retyped on Supplier's Letterhead)

Name of the Supplier: _____

Address of the Supplier: _____

A.) For Office Furnitures-

Sl No	Brief description of the goods	Specification*	Qty	Delivery Period	Rate (Rs)	Total Cost
1	Work Station	As per annexure -1 and 2	05	1 Months		
2	Revolving Chairs		10			
3	Corner/Side/Center Table		04			
4.	Sofaset		03			
5.	Visiting Chairs		06			
6.	Office chair		18			
7.	Office Table		02			
8.	Executive revolving chair		02			
9.	Office Almirah		04			
10.	Tables		06			

(B.) For Hostel Furniture-

Sl No	Brief description of the goods	Specifi cation *	Qty	Delivery Period	Rate (Rs)	Total Cost
1	Office Table	As per annexure-1 and 2	02	1 Months		
2	Office almirah		02			
3	Dianning table		12			
4.	3 Seater SS Coach (As per Photo)		12 set			
5.	Office chair		2 set			

Signature of Supplier (Please Sign in above Box)	Date (Please write in above Box)	Place (Please write in above Box)	Rubber stamp (in Above Box)

(Please sign and stamp on each page of quotation).

14 General Information Form

1	Name of the Firm	
2	Address of the Firm	
3	Sales Tax registration Number	
4	Tender fee receipt no	
	Tender fee receipt date	
5	EMD Details	Bank Draft to be attached on the Top of Technical Bid.
	EMD Amount	
	Bank Draft Number	
	Name of Bank	
	Branch	
	Date of Bank Draft	
6	Certificate of Sales Tax registration.	Attached as Page Number _____ of Technical bid.
7	Catalogue of Item no 1	Attached as page numbers from _____ to _____ of Technical Bid.
8	Catalogue of Item No 2	Attached as page numbers from _____ to _____ of Technical Bid.
	Catalogue of Item No 3	
11	Letter/ Certificate of Authorization from the OEM of Item No 1	Attached as Page Number _____ of Technical bid.
12	Letter/ Certificate of Authorization from the OEM of Item No 2	Attached as Page Number _____ of Technical bid.
13	Letter/ Certificate of Authorization from the OEM of Item No 3	Attached as Page Number _____ of Technical bid.
14	Documents certifying 3 (b) in Special Terms & Conditions above	Attached as page numbers from _____ to _____ of Technical Bid.

Signature of Supplier (Please Sign in above Box)	Date (Please write in above Box)	Place (Please write in above Box)	Rubber stamp (in Above Box)

Annexure-I &II
List & specification for Items
for Furniture

(A.) For Office Furnitures-

1. Work Station-

(Total no.01)-3600 mm w1 X 750 mm w2 X 750 mm D X 1200 mm ht
(Total no. 02)-2400 mm w1 X 750 mm w2 x 750 mm D X 1200 mm ht
(Total no.01)-1500 mm w1 X 900 mm X w2 x 900 mm D x 1200 mm ht
(Total no.01)-1200 mm w1 x 750 mm w2 X 750 mm D x 1200 mm ht



2. Revolving Chairs-

(Total no.10) Width 75 cm Depth 75 cm height 103 cm-115.5 cm seat height 44.00-56.5cm



3. Corner/ Side/ Centre Table

Corner Table-(total no. 01)

Height 33 inch

$2\frac{1}{2}$ feet X $2\frac{1}{2}$ feet (L x W)

Made of water proof wooden sandwich board $\frac{3}{4}$ inch or more thick three drawer (on rail) in front varnish paint finish

Centre Table: (Total Nos. 01)

4ft X $2\frac{1}{2}$ ft with teak wood frame & glass top (12.5 mm thick glass)

Side cabinet- (Total Nos. 02)

33" height

Water proof ply/ wooden board with varnish paint finish & 2 shelves, with 2 doors 4ft x $1\frac{1}{2}$ ft (L X w)

4. Sofa set- Product Dimensions:

Three seater (nos 2) One seater (nos 01)

Dimensions for one seater: (Length 31 inch, width 73 inch, height 32 inch), Primary material: Wood, Upholstery material: Leatherette, colour: black, style modern, made of solid wood, special 32 density super comfortable foam. Ergonomically designed with pub back sitting deep and ultra comfortable

5. Visiting Chairs- (Total Nos. 06)

Pipe SS grade, Foam density 30



6. Office Chairs- : (Total nos. 18)

The seat and back of the chair should be made of 10 mm thick hot pressed water resistant commercial plywood, upholstered with P.U. foam and fabric. The armrest should be made of polyurethane/ twin tube with scratch and weather resistant. The main frame is cantilever type and made of mild steel tube as per IS:1161 and black powder coated. Foam upholstery hardness 20 Kg (± 2) at 25 % thickness compression. .Seat size : Seat Size: 40 cm x 40 cm, Back Size: 40 cm x 25.0 cm



7. OFFICE TABLE:

Size 1500x750x750mm Table having top and side panels of 25mm thick pre-laminated particle board Top & having profiled edges duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed 0.8mm thick PVC edge bands, modesty panel made of 18mm pre laminated particle board duly interconnected and attached to top with rastex, dowel and sockets. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands. The top is also provided with two nos. cable managers On right as well as left side. The table provided with Mobile pedestal size 450x500x700mm made of 18 mm pre-laminated particle board, all panels of unit are inter connected with rastex , dowel and sockets having three drawers(two drawers of std. size and one file drawer) with SS 96mm handles and fitted on telescopic side mounted ball based channels with full extension with centre locking system. All the edges provided with machine pressed 0.8mm thick PVC edge bands. The table is also provided with key board made of 25 mm thick pre laminated particle board of make interior grade fitted to top with ball based telescopic full extension telescopic channel (Total nos. 02)

8. Executive Revolving Chair Chair with armrests made of one piece well rounded polyurethane. The seat and back rest are made of 12mm thick moulded ply having polyurethane foam of right density duly upholstered with best quality fabric. Foam upholstery hardness 20 Kg (± 2) at 25% thickness compression. The armrest should be made of black integral skin polyurethane with M.S. insert. The armrest should be scratch and weather resistant. The chair provided with pneumatic seat height adjustment with lever, having cushioning effect and swivel mechanism. The seat & back having tilt locking and tilt tension can be adjusted according to preferences. The chair having wide PVC base provided with twin wheel casters (nylon). Overall Dimension High Back Size: 45-48 cm (W) x 56-60 cm (H), Seat Back:-Size- 51-54 cm (W) x 48-50 cm (D) tolerance upto (± 2 cm). (Total nos. 02)

9. Office Almirah: size 1980mm(H) ± 20 mm x900mm(W) ± 10 mmx450mm(D) ± 10 mm Manufactured from 22 gauge for body and 20 gauge for doors. The Almirah provided with four shelves making five compartments of standard size. The almirah must be equipped with standard locking mechanism. The handle made from a non ferrous metal alloy, chrome plated. The complete almirah duly painted with synthetic enamel paint of approved shade in and outside. (Total nos. 04)

10. Table : Iron Structure 18 gauge, Wooden top made of 25 mm wooden Board with Mica pasting. Size 5'L x 2'6" W x 2'6" H, Leg support 18 gauge(Total nos. 06)

(B.) For Hostel Furniture:

1. Office Table: (Total nos. 02)

Size 1500x750x750mm Table having top and side panels of 25mm thick pre-laminated particle board Top & having profiled edges duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed 0.8mm thick PVC edge bands, modesty panel made of 18mm pre laminated particle board duly interconnected and attached to top with rastex, dowel and sockets. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands. The top is also provided with two nos. cable managers On right as well as left side. The table provided with Mobile pedestal size 450x500x700mm made of 18 mm pre-laminated particle board, all panels of unit are inter connected with rastex , dowel and sockets having three drawers(two drawers of std. size and one file drawer) with SS 96mm handles and fitted on telescopic side mounted ball based channels with full extension with centre locking system. All the edges provided with machine pressed 0.8mm thick PVC edge bands. The table is also provided with key board made of 25 mm thick pre laminated particle board of make interior grade fitted to top with ball based telescopic full extension telescopic channel

2. Office Almira: (Total nos. 02)

size 1980mm(H) \pm 20 mm x900mm(W) \pm 10 mmx450mm(D) \pm 10 mm Manufactured from 22 gauge for body and 20 gauge for doors. The Almira provided with four shelves making five compartments of standard size. The almira must be equipped with standard locking mechanism. The handle made from a non ferrous metal alloy, chrome plated. The complete almira duly painted with synthetic enamel paint of approved shade in and outside.

3. Dining table: (Total nos 12)

Dinning table along with stool attached for 06 persons. Table Top 6 feet X 4 feet S.S 22 gauge sheet Table frame 1.5 inch MS square pipe,16 gauge stool SS.

4. Three Seater SS Coach (As per Attached Photograph):

(Total nos 12 set)



5. Office chair: (Total nos. 2)

The seat and back of the chair should be made of 10 mm thick hot pressed water resistant commercial plywood, upholstered with P.U. foam and fabric. The armrest should be made of polyurethane/ twin tube with scratch and weather resistant. The main frame is cantilever type and made of mild steel tube as per IS:1161 and black powder coated. Foam upholstery hardness 20 Kg (± 2) at 25 % thickness compression. .Seat size : Seat Size: 40 cm x 40 cm, Back Size: 40 cm x 25.0 cm